

PROCESS FOR REQUESTING FAMILY FIRST CORONAVIRUS RESPONSE ACT (FFCRA) LEAVES

Effective April 1, 2020, through December 31, 2020, FFCRA entitles eligible employees up to 80 hours of emergency paid sick leave and up to 12 weeks of expanded Family Medical Leave Act (EFMLA) leave, if the employee is unable to work or telework as outlined below.

- All actively working City employees, including Emergency and Health Care Responders, are eligible for up to 80 hours (this amount will vary based on the employee's job status and actual need for leave), of Emergency Paid Sick Leave. Permanent full-time and temporary full-time employees who are actively working for the City qualify for up to 80 hours of EPSL. There is no length of employment required for an active City employee to qualify for EPSL leave.
 - Permanent Part-time and Seasonal/Temporary Part-Time employees who are actively working for the City qualify for a prorated number of EPSL up to the number of hours that they work on average over a two-week period.
- To qualify for Expanded FMLA, employees must be employed with the City for at least 30 days prior to the leave. Emergency and Health Care Responders employed by the City are not eligible for EFMLA, per law.

For assistance, please note the following required documentation chart below:

Reason for FFCRA Paid Leave	Required Documentation
1. Employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19	Name of government agency that issued the order.
2. Employee has been advised by a health care provider to self-quarantine related to COVID-19	Name of health care provider that gave advice.
3. Employee is seeking medical diagnosis for COVID-19 symptoms	A statement that you are unable to work for the purpose of this leave.
4. Employee is caring for an individual subject to an order described in (1) or self-quarantine as described in (2)	<ul style="list-style-type: none"> • Name of individual you are caring for and relationship. • Name of government agency that issued the order; or • Name of health care provider that gave advice.
5. Employee is caring for his or her child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons	<ul style="list-style-type: none"> • Name of your child(ren); • Name of school, place of care or childcare that has closed or become unavailable; and • a statement that no other suitable person is available to care for your child.
6. Employee is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services	No guidance has been issued on this particular leave as of yet to identify what the "substantially-similar condition" is.

1. Employees requesting either the Emergency Paid Sick Leave (EPSL) or Expanded FMLA (EFMLA) must complete the FAMILY FIRST CORONAVIRUS RESPONSE ACT (FFCRA) REQUEST FORM (attached) and submit it to their supervisor/manager. The completed forms should then be submitted by the supervisor/manager to the department's Administrative Officer (AO), for review and submittal to Human Resources (HR).
 - Please also note that all existing certification requirements under the FMLA remain in effect if you are taking leave for one of the existing qualifying reasons under the FMLA. For example, if you are taking leave beyond the two weeks of emergency paid sick leave because your medical condition for COVID-19-related reasons rises to the level of a serious health condition, you must continue to provide medical certifications under the FMLA.
 - For Emergency Paid Sick Leave (EPSL) related to work exposure(s), employees must complete the DWC-1 form. The department's AO officer must notify the assigned Worker's Compensation Claims Examiner and provide HR with a detailed e-mail or memo with incident details.
2. The HR designee will review the request and documentation. The City-Wide Return to Work Coordinator will communicate approval and/or denial of the request to the AO via e-mail.
3. Once the Leave Request has been approved, the AO will notify the employee/PPA to use the appropriate pay code on their time card.
 - ***The applicable pay code should not be utilized until the department receives written approval. This information will be tracked and reviewed every pay period.***

If you have questions regarding this leave or the paid time off process, please contact your Department's Administrative Officer.